

Section 11 Resource Configuration

2005 Mobilization Plan

Resource Configuration

When referring to resources, the current NWCG Typing and Washington State Association of Fire Chiefs Rate Schedule will be applied.

Structural Engines					
Engine Type	Use	Pump Rate GPM	Tank Capacity Gallons	Minimum Staffing	Maximum Staffing
1	Structure	1,000	400	3	4
2	Structure	500	400	3	4

Wildland Engines					
3	Wildland	120	300	2	3
4	Wildland	70	750	2	3
5	Wildland	50	500	2	3
6	Wildland	50	200	2	3
7	Wildland	20	125	2	3
Interface Attack**	Interface	250	500	3	4

**Interface Attack must have ladders, air packs, structural and wildland hose, and hand tools.
(See Definitions in Appendix C)

Water Tenders					
Engine Type	Use	Pump Rate GPM	Tank Capacity Gallons	Minimum Staffing	Maximum Staffing
1	Tender	300	5,000	1	2
2	Tender	200	3,500	1	2
2	Tender	200	2,500	1	2
3	Tender	200	1,000	1	2

Aerial Ladder				
N/A	Aerial	Ladder under 75'	4	5
N/A	Aerial	Ladders over 75'	4	5
If Elevated Stream, Platform or Snorkels are requested, minimum and maximum staffing will be the same as defined for an Aerial Ladder in this section.				

Section 11 Resource Configuration

2005 Mobilization Plan

Emergency Medical Service Units				
Type	Description	Minimum Medical Certification	Minimum	Maximum
Non-Transport	BLS AID Unit per (WAC 246-975)	2 EMTs	2	2
	ALS AID Unit	1 EMT / 1 Paramedic	2	2
Transport	BLS Ambulance Unit	2 EMTs	2	2
	ALS Ambulance Unit	1 EMT / 1 Paramedic	2	2

Staffing Levels

Equipment responding to a Mobilization incident must be staffed at either the minimum or maximum level as identified above. This does not apply to initial attack by a host agency or mutual aid response prior to mobilization being declared.

Strike Team

A Strike Team is five of the same kind of resource, with common communications and a leader.

- Structural Strike Team: 5 Structural Engines (Type 1 or 2)
1 Strike Team Leader
- Wildland Strike Team: 5 Wildland Engines (Types 3, 4, 5, and 6)
1 Strike Team Leader
- Tender Strike Team: 5 Water Tenders (Type 1, 2, and 3)
1 Strike Team Leader

Task Force

Mobilization resources can be configured in any combination of single resources, within the span of control, assembled for a particular tactical need, with common communications and a leader.

Specific Task Force configurations:

- Urban Task Force: 4 Structural Engines (Type 1 or 2)
1 Aerial ladder
1 Task Force Leader
- Rural Task Force: 3 Structural Engines (Type 1 or 2)
2 Water Tenders (Type 1, 2, and 3)
1 Task Force Leader

Section 11

Resource Configuration

2005 Mobilization Plan

Interface Task Force:	2 Structural Engines (Type 1 or 2) 2 Wildland Engines (Types 3, 4, 5, and 6) 1 Water Tender (Type 1, 2, and 3) 1 Task Force Leader
Wildland Task Force:	4 Wildland Engines (Types 3, 4, 5, and 6) 1 Water Tender (Type 1, 2, and 3) 1 Task Force Leader
EMS Task Force:	3 ALS Ambulances 2 BLS Ambulances 1 Task Force Leader

The intent of defined task force configuration is to allow resources to be configured by regions and enhance the ordering process.

Task force configurations are not limited to those defined and may be made up at an incident from resources available to meet situational needs.

Modules

Module ordering configuration is a new process in which resources can be ordered. Modules are intended for quick order processing of a large number of resources.

Wildland Module:	5 Wildland Task Forces 1 Division Group Supervisor
Interface Module:	5 Interface Task Forces 1 Division Group Supervisor 1 Structural Protection Specialist
Urban Module:	5 Urban Task Forces 1 EMS Task Force 2 Division Group Supervisors



Section 11 Resource Configuration

2005 Mobilization Plan

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Fire Mobilization

Regional Coordinators maintain an awareness of those resources available within their region. When the State EOC is activated for a fire mobilization, the Regional Coordinators will be contacted twice daily, during conference calls (9 a.m. and 5 p.m.), to determine the status of equipment and personnel available for dispatch.

Utilizing the resource tracking form (**See Regional Availability Form - Appendix M**), the Regional Coordinator can either report their status verbally during the conference call or fax it to the EOC.

Resource Order Status System (ROSS)

The Department of Natural Resources keeps track of those resources under its control using a national computer database system called ROSS. Currently this is not being used by Mobilization.

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Section 13 Compensation Principles

2005 Mobilization Plan

Principles

In accordance with the Plan, the Washington State Patrol will reimburse fire agencies for the eligible costs incurred while mobilized for a major emergency incident.

In the event that a state mobilization incident qualifies as a presidential or other federally declared disaster, the reimbursement policy will not change with regard to the local jurisdiction participants. Local jurisdictions will be fully reimbursed for their eligible state mobilization expenses, even if all costs associated with the state mobilization incident are not eligible for federal reimbursement.

The number and type of apparatus and personnel mobilized and tasked to a major emergency incident will be reasonable and necessary as determined by the Incident Commander in discussion with the Mobilization Coordinator of the Washington State Patrol, and Fire Protection Bureau, and will be mobilized according to this Plan.

Criteria for Payment

The Plan and its enabling law, **Title 43.43 RCW**, provide for reimbursement of costs to “fire jurisdictions” only. Support of state mobilization resources is an inherent requirement of state mobilization and its procurement is deemed to be within and essential to state mobilization. The cost of necessary support is therefore reimbursable as state mobilization costs.

Resource Order Authority

A resource request number shall be assigned to each mobilized unit or person to include overhead personnel, equipment, aircraft, crews, and supplies. The resource request number is the authority reference for all claims, including those of the personnel assigned to the units but it is not, per se, an authorization for payment.

A resource request number is required for all resources. The Washington State Patrol Fire Protection Bureau will issue all resource request numbers.

Time Keeping Teams

When a mobilization event is authorized, it is imperative to have timekeepers that can accurately record personnel and equipment time. These records are used for reimbursement and accounting purposes. A pool consisting of personnel from the Washington Fire Service, local and state agencies that have received training in S-260 / S-261 and have experience in timekeeping will be selected to serve on the team. The size of the team will depend on the number of mobilization resources dispatched. Team membership has an expectation of being available for at least 72 hours.

**Section 13
Compensation Principles**

2005 Mobilization Plan

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Compensation of Personnel

Fire agency personnel not compensated by their home agency who are mobilized under the Plan will be hired and paid as short-term “exempt” employees of the Washington State Patrol, Fire Protection Bureau. References to “temporary” firefighters are based on the short-term nature of the employment with the Washington State Patrol, Fire Protection Bureau, not their employment status under the Washington Administrative Codes.

Temporary employment status with the Washington State Patrol, Fire Protection Bureau begins:

- At the time state mobilization is declared for those resources already on the incident; or
- Upon mobilization or assignment to a responding state mobilization resource holding an authorized incident resource request number.

Mobilized personnel do not receive state:

- Insurance Benefits (exception: Industrial Insurance provided thru L&I)
- Retirement
- Vacation
- Sick Leave
- Personal Holiday
- Holidays

Note: “Exempt” in this context refers to civil service law and does not have the same meaning as “exempt” under the Fair Labor Standards Act.

Employment status with the Washington State Patrol, Fire Protection Bureau ends at the time that the demobilized resource arrives back at its home station. Compliance with the following procedures in the event of personal injury to any personnel mobilized under the Plan is required.

Rates: Hourly rates will be defined by the Washington Association of Fire Chiefs Rate Schedule for the position assigned (**See Rates - Appendix N.**)

Travel time: (both ways) between the home fire agency (departure point) and the incident (**See Rates; Compensable Time - Equipment for calculating drive time – Appendix N.**)

Time in assigned status (on-duty time): Assigned hours are those in which the employee is assigned to duty on the incident according to the shift plan. Assigned hours include reasonable time spent in preparation for work before and after the shift, travel to and from the assignment, time spent in assigned staging, briefings, check-in, and demobilization. Not included in compensable or reimbursable hours are unscheduled hours for meals, sleep time and unassigned hours when no scheduled work is assigned.

Section 14 Personnel Compensation

2005 Mobilization Plan

During non-compensable/non-reimbursable hours, employees not assigned to work or on standby can leave base camp and are free from duty.

Standby Hours: Personnel will be compensated for hours up to one operational period while waiting to be assigned. These hours are calculated for each 24-hour period after check-in for employees who have not been assigned to the incident. These hours do not apply to travel time to and from the incident.

Non-Compensable Time: Time when an individual is not on assigned duty and free to leave the area, which may include eating and sleeping periods.

1. Time required for vehicle/equipment servicing or maintenance.
2. Crew change travel time (either direction.)
3. Out-of-Service time (i.e., unit decommissioned or broken down.)
4. Daily briefings. Only the Strike Team/Task Force Leader will be compensated for attending.

Work Rest and Length of Assignment:

Initial and Extended Attack: Within the initial 48-hour period, for initial attack and extended attack operations, work and rest periods may vary in length. Full 2:1 work to rest ratio must be accomplished. This requires a minimum of 16 hours rest spread over the next 48 hours.

Shifts exceeding 16 hours, including travel time, shall be approved in writing by the Incident Commander. Mitigation measures shall be employed to achieve compliance with 2:1 work to rest ratio policies.

Overtime: All hours worked in excess of 40 hours each work week shall be paid at one and one-half times the regular rate. The work week begins at the time the person leaves his/her home jurisdiction and continues for seven consecutive 24-hour periods.

Section 14 Personnel Compensation

2005 Mobilization Plan

Personnel Compensated by Their Home Agency who are assigned to a state mobilization will continue to be employees of that agency at all times. Fire agency reimbursement of personnel costs includes the following:

1. **Regular Hours:** All hours regularly scheduled at their home agency for personnel assigned to a mobilization incident. These hours will be calculated the same as the agency calculates their regular hours for days scheduled for duty at their regular hourly rate. (Example: 8, 10, 12, or 24 hours scheduled duty days.)
2. **Overtime Hours:** Overtime hourly rates for personnel assigned to a mobilization incident for overtime hours worked. Overtime hours are those hours not regularly scheduled to work at their home agency and are assigned on the incident action plan.
3. **Assigned Hours:** Assigned hours include reasonable time spent in preparation for work before and after the shift, travel to and from the assignment, time spent in staging, briefings, check-in, and demobilization. When resources are assigned to "Standby" in Base Camp for initial attack or emergency deployment to the field, even though they are not assigned to the Incident Action Plan, all hours will be reimbursable. This condition requires the approval of the Operations Section Chief and the signature of the Division Supervisor on the crew time report. Not included for reimbursement are unscheduled overtime hours such as meals, sleep time, and unassigned hours. During unassigned hours, personnel can leave base camp and are free from duty.
4. **Backfill:** The fire agency will be reimbursed the overtime premium differential for positions which require replacement staff for those personnel assigned to mobilization. Only regularly scheduled hours are eligible for backfill consideration. (See example.)

Work Rest and Length of Assignment, Initial and Extended Attack: Within the initial 48-hour period, for initial attack and extended attack operations, work and rest periods may vary in length. Full 2:1 work to rest ratio must be accomplished. This requires a minimum of 16 hours rest spread over the next 48 hours.

Shifts exceeding 16 hours, including travel time, shall be approved in writing by the Incident Commander. Mitigation measures shall be employed to achieve compliance with 2:1 work to rest ratio policies.

Question: *If I am scheduled to work a 24-hour work day (7 a.m. to 7 a.m.) on Monday and I am called to respond to a State Mobilization event at noon, and continue working on my days off, Tuesday and Wednesday returning home at 6 p.m., how many overtime hours am I entitled to?*

Answer: *In this case, Mobilization will compensate your regular hours from noon on Monday until 7 a.m. on Tuesday. Since Tuesday and Wednesday are your days off, you will be reimbursed for the assigned hours. If on Tuesday you worked from 6 a.m. to 6 p.m., you are entitled to 11 hours of overtime. This is because from 6 a.m. to 7 a.m. you are still on your regular assigned shift. On Wednesday, you work from 6 a.m. to noon at the event and are demobilized and travel time*

Section 14



Personnel Compensation

2005 Mobilization Plan

home places you back at your home station at 6 p.m., you will be compensated for 12 hours of overtime.

Example Shift from Question – Previous Page				
Monday		Tuesday	Wednesday	
Scheduled Shift: 0700 Monday to 0700 Tuesday		Day Off	Day Off	
Respond to Mobilization at Noon		Assigned 0600 to 1800	Assigned 0600 to 1200, demobed and travel time home.	
Hours Compensable by Mobilization				
Day	Hours	Regular	Overtime	Total
Monday	Noon to Midnight	12	0	12
Tuesday	Midnight to 7am	7	0	7
Tuesday	0700 - 1800	0	11	11
Wednesday	0600 - 1200	0	6	6
Wednesday	1200 – 1800	0	6	6
Total		19	23	42

Home Agency Replacement Personnel – Backfill: When a fire agency sends personnel who were scheduled to work, it may have a need to replace those personnel in order to provide support for those it protects. The term Backfill Personnel applies to those persons who come in on a non-scheduled work day and replace the person assigned to the Mobilization event.

How Back Fill Works					
1) Agency has firefighter scheduled to work.		2) Agency allows firefighter to respond to a Mobilization Event at beginning of shift.		3) Agency calls in a firefighter who is not scheduled to work.	
	Agency has funds allotted for shift to be worked.	No scheduled firefighter	Mobilization covers cost of firefighter who left. Agency still has funds allotted for shift to be worked.		Since agency hasn't expended the allotted funding, Mobilization will pick up 1/3 of the cost for the Backfill Firefighter.
Firefighter who goes to mobilization is paid \$10 an hour. The agency has set aside \$240 dollars for the 24 hour shift.		Firefighters cost to agency of \$240 is reimbursed by Mobilization.		When the Firefighter is called in, he is paid at overtime rate. If this firefighter is paid \$10 an hour for regular time, then he/she is compensated at \$15 for overtime.	
Cost to Agency: \$240		Cost to Agency: \$ 0 Cost to Mobilization: \$240		Cost to Agency: \$360; Agency reimbursed 1/3 of \$360 = \$120 for overtime, \$240 for regular shift Scheduled Cost to agency: \$240 Backfill Cost to Mobilization: \$120	
Total cost to agency for scheduled firefighter = \$ 240 Total cost to agency to send firefighter to Mobilization event = \$ 0 Total cost to Mobilization for firefighter sent to Mobilization Event = \$ 360 (\$240 regular shift + \$120 backfill) Total cost to agency for backfill firefighter = \$ 240					

Section 14 Personnel Compensation

2005 Mobilization Plan

Question: Does Mobilization provide backfill on non-scheduled work days (days off)

Answer: No, backfill only applies to regularly scheduled shifts.

Question: When does the backfill time period end?

Answer: When the firefighter tasked to a Mobilization returns back home, the eligibility period ends.

Returning Mobilized Firefighter who has been “Backfilled”: When required to comply with local minimum staffing requirements, the overtime premium costs of a replacement firefighter filling for a firefighter tasked to a state fire mobilization are reimbursable (see above.) When the mobilized firefighter arrives back home, eligibility ends for any cost reimbursement (1) for that firefighter and (2) for the backfilling replacement firefighter. If the mobilized firefighter arrives home during his/her regular work shift, the expectation is that he/she will report for and return to work.

If the home fire agency chooses to allow the returning firefighter to go home (i.e., to his/her personal residence), rather than to return to work, it does so at its own expense and is not reimbursable.

Total Cost of Compensation (TCC): All personnel claims submitted (except for contractors) are required to utilize the TTC method. TCC compensates for a regular hourly wage plus benefits.

Example: How to calculate TCC			
Regular Time		Overtime	
Base Rate	\$ 24.00	Base Rate (x) 1.5	\$ 36.00
Social Security (Hourly rate if applicable)	\$ 0.00	Social Security (Hourly rate if applicable)	\$ 0.00
Medicare (Hourly %)	\$ 0.35	Medicare (Hourly %)	\$ 0.53
LEOFF / PERS (Hourly %)	\$ 0.60	LEOFF / PERS (Hourly %)	\$ 0.90
L&I Insurance (Actual Hourly Rate)	\$ 0.31	L&I Insurance (Actual Hourly Rate)	\$ 0.31
Shift Premium (If applicable)	\$ 0.00	Shift Premium (If applicable)	\$ 0.00
Medical/Dental	\$ 4.15	Medical/Dental	
Total Cost of Compensation Rate	\$ 29.41	Total Cost of Compensation Rate	\$ 37.73
Life insurance, Medical, Dental, Employee Assistance Programs and Disability Insurance is all included in the Medical/Dental Section and is applied only to the regular hour rate. While the overtime base rate may be 1.5 times more than the regular time, once benefits are added, this is no longer a true statement. Overtime TCC should always be <u>less</u> than 1.5 times the regular TCC rate.			

Section 14 Personnel Compensation

2005 Mobilization Plan

Personnel Compensated by Either WSP or Home Agency:

Personnel – Crew Change

When accepting a dispatch to a Mobilization event, resources are required to stay until demobilized. If an agency wishes to replace a crew after 72 hours assigned to an incident it may do so; however only the following cost will be reimbursed:

- Cost of providing transportation for the crews to and from the event is reimbursable.
 - Driver's time (roundtrip) unless one of the crew members is changing out
 - Mileage cost (roundtrip)
- No time is allowed for any of the changing crewmembers.

Travel Time Compensated						
	Response to Event	Crew Change #1		Crew Change # 2		Demobilization from Event
	Travel In	Travel In	Travel Out	Travel In	Travel Out	Travel Out
Crew # 1	Yes		No			
Crew # 2		No			No	
Driver for Change #1		Yes	Yes			
Mileage		Yes	Yes			
Crew # 3				No		Yes
Driver for Change # 2				Yes	Yes	
Mileage				Yes	Yes	

Question: What does being paid only one-way-in, one-way-out mean?

Answer: The Plan does not compensate for changing personnel. One-way-in, One-way-out means just that. In the example above, Crew # 1 (initial response crew) is paid for travel time from home to event (One-way-in). Crew # 2 is not compensated for travel or from the event. Crew # 3 is compensated only for travel time home from event (One-way-out). The only personnel compensated are the drivers.

Section 14 Personnel Compensation

2005 Mobilization Plan

Incident Management Team Personnel

Personnel assigned to an Incident Management Team are to be compensated consistent with the guidelines described in Section 14.

Incident Time Off

Any incident personnel may request non-compensated time off from the incident during unassigned time, subject to the approval of the Incident Commander. The compensable time reported for the incident shall specifically indicate any such time off, and it shall not be compensable or reimbursable as an agency cost.

Support Personnel

Fire agency costs for personnel working in a support role specific to the state fire mobilization effort, such as personnel responsible for coordinating the state mobilization effort for their jurisdiction, are reimbursable provided that such costs are above and beyond normal and usual fire agency cost. This does not include administrative support when calculating billing or reimbursement issues.

Incident Support Personnel

Those jurisdictions providing resources are not to send support personnel (i.e., paramedics or mechanics) with ordered resources. They will not be eligible for cost reimbursement, nor will they be given resource request numbers. Attempts to obtain resource request numbers for these personnel will be considered prima facia evidence of fraud (**RCW 9A.60.**)

Engine Boss (Single Resource) or Driver Reimbursement

Those persons wishing to be reimbursed by the Washington State Patrol for positions higher than Firefighter 2 will need to meet or exceed the standards as set out in PNWCG 310-1 Guide. This can be done with a valid firefighter certification or letter from the individual's chief indicating that he or she is qualified and for the position being assigned.

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